



Meridian Trust

Teaching Assistant Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.
- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices,

curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 31 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 15 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

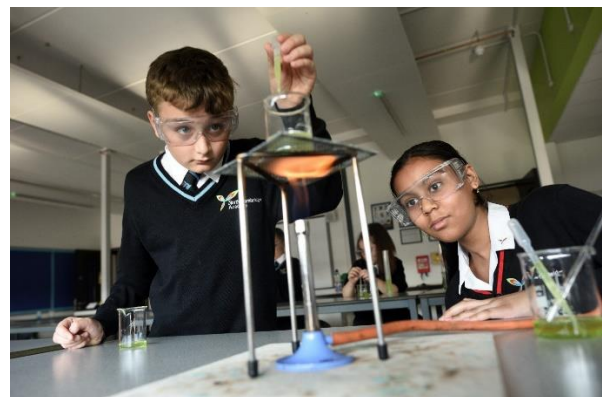
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long-term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 31 academies (including 15 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run, and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:


- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:




Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust




Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported




High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the [MyNewTerm](#) website which can be found via [Meridian Trust Jobs and Training](#) Page of the Meridian Trust website. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

For any questions about the application process please contact:

Caroline Day – Senior HR Officer (tel. 01223 491656) Please email: cday@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Based on Level 2
JD Reference:	Meridian Trust 003
School/Academy:	Hatton Park Primary School
Weeks:	38 Weeks
Hours of work:	22 hours per week
Salary:	Grade 5
Responsible to:	SENDCO/Headteacher

Role:	To support the teaching of students.
Purpose of job:	Working under guidance, provide support in addressing the needs of students who need help to overcome barriers to learning.

Responsibilities and Accountabilities:

Support for Students:

- Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students
- Take responsibility for adapting and delivering learning activities with individuals or small groups who would receive help from a different learning approach as agreed
- Encourage and promote the inclusion and acceptance of all students
- Aid the learning of students by:
 - Clarifying and explaining instructions
 - Ensure that the child can use the equipment and materials supplied
 - Motivate and encourage the child as needed
 - Support students in respect of local and national learning strategies, e.g., literacy, numeracy, KS1, KS2, ICT etc
 - Develop the correct resources to support the students
 - Help students to concentrate and to finish the work set
 - Liaise with the Class Teacher about Individual Education Plans (IEPs)
- Supply feedback to students about progress and achievement under the guidance of the Teacher



Support for Teachers:

- Organise the learning environment and develop classroom resources as needed
- Monitor and track progress and provide feedback to aid in developing IEPs for children with additional needs
- Supply detailed and regular feedback to teachers on students' achievement, progress, problems, etc
- Contribute to the management of student behaviour, including anticipating and preventing potential problems from arising
- Undertake support activities for the Teacher as needed

Support for the Curriculum:

- Undertake programmes linked to local and national learning strategies - e.g., literacy, numeracy, KS1, KS2 - recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Supply targeted support to enhance learning and improve attainment

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to a suitable person
- Accompany staff and students on visits, trips and out-of-school activities as needed
- Develop and keep effective relationships with other staff, parents, and carers
- Attend relevant meetings as needed

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meeting
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations



Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessment
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



**Person Specification
Teaching Assistant Level 2**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Level 2 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	An understanding of the education system	✓		A/I
6	A good knowledge of the SEND Code of Practice		✓	A/I
7	Understanding of how children learn	✓		A/I
8	Understanding of phonics, numeracy, and literacy development	✓		I
9	A sound grasp of the concept of inclusive practice	✓		I
10	Knowledge of the concept of confidentiality	✓		I
11	Awareness of child protection issues	✓		I
12	First aid certificate		✓	A



Skills and abilities		Essential	Desirable	Assessment
13	Good at making and sustaining positive relationships with children	✓		I
14	Good at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
15	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
16	Good written and oral communication skills	✓		I
17	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
18	Willingness to undergo further training and development	✓		I
19	Positive and enthusiastic approach towards work	✓		I
20	Ability to act on own initiative	✓		I
21	Kindness and empathy towards students and colleagues	✓		I
22	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
23	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
24	Flexibility of working hours	✓		A/I



About Hatton Park Primary School

We are a busy but friendly school, with lots going on. Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. They are represented by our 6Rs:

- **Resilience:** never giving up no matter how tricky it may seem.
- **Respect:** taking care of ourselves, each other and our school
- **Responsibility:** rising to what is expected of us.
- **Reflective:** being able to look at things from another point of view.
- **Risk-taking:** being adventurous with our ideas and our learning.
- **Relationships:** working with others at school, at home and in the community.



Through our School Values, we will: -

- help each individual to discover and develop new skills and abilities.
- guide children and adults to be the best that they can be.
- provide challenge and support to achieve high standards.
- provide an environment where learning is engaging and exciting.
- care for and value everyone in the school community.
- provide a secure and respectful environment.
- encourage children to share the responsibility for their own education.
- promote good relations with others at school and in the community.
- encourage children to be moral, self-disciplined, hardworking and caring.

Please learn more about our school by visiting our website:-

[Home | Hatton Park Primary School](#)

